



Administration Department

300 N. Pine Street, Burlington, WI, 53105

(262) 342-1161 – (262) 763-3474 fax

www.burlington-wi.gov

**HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
Thursday, January 28, 2016**

The meeting was called to order by Chairman Tom Stelling at 6:30 p.m. Alderman Tom Preusker; Commissioner Kevin O'Brien; and Commissioner Jeff Erickson were present. Commissioner Maria Veronico and Commissioner Darrel Eisenhardt were excused. Commissioner Joel Weis was absent.

CITIZEN COMMENTS

None

APPROVAL OF MINUTES

Commissioner Erickson moved, and Commissioner O'Brien seconded to approve the minutes of November 24, 2015. All were in favor and the motion carried.

LETTERS AND COMMUNICATIONS

None

OLD BUSINESS

None

NEW BUSINESS

A. A Certificate of Appropriateness application from Kikki Brackett of Headquarters Salon for property located at 161 E. Chestnut Street to install one barber pole luminaire.

- Chairman Stelling introduced and opened this item for discussion.
- Commissioner Erickson stated according to Patrick Meehan's memorandum, the barber pole shall be hung 8 feet above the sidewalk measured from the bottom of the pole.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to recommend approval of the Certificate of Appropriateness to install a barber pole luminaire 8 feet above the sidewalk, subject to Patrick Meehan's memorandum.
- Chairman Stelling asked Gregory Guidry if it would be a safety hazard if the pole was hung at 6 feet 8 inches as proposed. Gregory stated the pole could be under the requirements of the light fixture and thus not a safety hazard. Alderman Preusker stated that it would look odd if the pole was hung higher.

- Commissioner Erickson moved to amend, and Alderman Preusker seconded to recommend approval of the Certificate of Appropriateness to install a barber pole luminaire, as a light instead of a sign, to be hung at a minimum height of 6 feet 8 inches above the sidewalk or the height approved by ADA.
- All were in favor and the motion carried.

DISCUSSION ITEMS

A. Review of Façade Grant Funding Status.

- Chairman Stelling introduced and opened this item for discussion.
- Chairman Stelling stated the Common Council approved funding up to \$20,000 for 2016 in Round 6. Round 5 has \$19,368.62 obligated funds that have 4 projects currently under construction
- There were no further comments.

B. An ordinance to consider amending several sections of Ch. 315 of the Municipal Code to allow HPC to recommend Certificates of Appropriateness regarding Signage be forwarded to the Building Inspector for a final review and approval, with no Common Council approval being required.

- Chairman Stelling introduced and opened this item for discussion.
- A discussion was had by the Commissioners regarding the recommendation of Signage approval to be forwarded to the Building Inspector, without requiring Common Council approval. Chairman Stelling stated this will help speed up the process for any business owners. Gregory Guidry, Building Inspector stated he would review the sign measurements prior to the meeting.
- There were no further comments.
- Commissioner Erickson moved, and Commissioner O'Brien seconded to recommend approval for the Building Inspector to approve Signage without Common Council approval.
- All were in favor and the motion carried.

ADJOURNMENT

Alderman Preusker moved, and Commissioner Erickson seconded to adjourn the meeting at 6:50 p.m. *All were in favor and the motion carried.*

Recording Secretary,

Kristine Anderson
Administrative Assistant